

Chapter 1 – Getting Started

| | |
|--|-----------|
| WHAT IS VACMAN? | 2 |
| About the VACMAN 3 User Guide | 3 |
| LOGIN, EXIT AND CHANGE PASSWORD | 4 |
| User ID and Password | 4 |
| Guidelines for User ID, User Name, Passwords | 4 |
| How to Change Password | 4 |
| How to log into VACMAN | 4 |
| How to Exit VACMAN | 5 |
| How to Add a New User | 6 |
| Authorized to Transmit | 6 |
| ACCESS TO VACMAN | 7 |
| Menu bar | 7 |
| VACMAN at a Glance | 7 |
| Using the Toolbar..... | 8 |
| VACMAN Toolbar Details..... | 9 |
| First and Last of Records Messages..... | 9 |
| KEYBOARD SHORTCUTS..... | 10 |
| Tips and Techniques | 11 |
| Navigation in Reports | 12 |
| Print Preview Options..... | 13 |

What is VACMAN?

In brief, VACMAN is a vaccine purchasing and distribution Database Management System used by 64 government-funded State and territorial immunization Projects. Projects use VACMAN to:

- Order Vaccines for Children (VFC), G317, and State-funded vaccines through CDC by exchanging order data with CDC via a Secure Data Network (SDN) connection.
- These orders are then reviewed by CDC personnel for approval. Approved orders automatically obligate grant money for the order. After CDC approves an order, it forwards the order to a manufacturer or supplier for packaging and distribution.
- A depot receives the orders and helps a project make sure that there is an adequate inventory of vaccines available. Your project uses many reports generated through VACMAN to track and manage inventory.
- At appropriate times, Depots and Providers notify Projects of their need for vaccines.



About the VACMAN 3 User Guide

The VACMAN 3 User Guide provides information about these functions within VACMAN 3:

- **Customizing your system:** Entering and customizing frequently used information (such as invoices, labels, Provider information, area codes, zip codes, and subdivisions)
- **Working with data:** Viewing, adding, deleting, updating, searching, managing, and transmitting order, vaccine, and Provider information
- **Generating reports:** Creating, viewing, copying, and printing reports, labels, invoices, and forms
- **Maintaining databases:** Backing-up, restoring, importing and exporting databases

Login, Exit and Change Password

To properly open the VACMAN application, you must login with a username and password. To properly close the application, you must exit using the **Exit** menu option or by simultaneously pressing **Alt** and **X** keys on your keyboard.

User ID and Password

Before you begin to use VACMAN, you will need to login with your User ID and password. Your supervisor should provide you this information. If you cannot obtain a username and password from your supervisor, contact the VACMAN technical support help desk.

Guidelines for User ID, User Name, Passwords

| Field | Details | Notes |
|-----------|---------------------|---|
| User ID | Up to 8 characters | This User ID displays on records created by this person. |
| User Name | Up to 30 characters | Enter First Name and Last Name. |
| Password | Up to 9 characters | Passwords should be changed often. Refer to the How to Change Password section below for more information. |

How to Change Password

IMPORTANT! For security reasons, you should change your password often. The following table describes how to change your password.

| Step | Action |
|------|--|
| 1 | In the <i>VACMAN Login Screen</i> , type your username and password. |
| 2 | Click the Change Password button. |
| 3 | The <i>Change Password</i> window opens. Type your new password into each field and click the Save button. |
| 4 | If you type an incorrect password in one of the fields, VACMAN will display an error message. Retype your password in each field and click the Save button. |
| 5 | If you decide not to change your password, click the Cancel button. |

How to log into VACMAN



| Step | Action |
|------|---|
| 1 | Open VACMAN from your desktop or Start menu. |
| 2 | The <i>VACMAN Login Screen</i> automatically opens inside the <i>Vaccine Management</i> window. In the <i>User ID</i> field, type your username. |
| 3 | In the <i>Password</i> field, type your password. |
| 4 | Click the Continue button. |
| 5 | <ul style="list-style-type: none">If you type an incorrect User ID, VACMAN displays a "User ID Unknown" message in red text.If you enter an incorrect password, VACMAN displays an "Invalid Password" message.If you receive either of these error messages, repeat steps 2, 3, and 4. |

How to Exit VACMAN

It is important that you exit VACMAN properly so that you do not lose or corrupt your data. Follow the steps below to properly exit VACMAN.



| Step | Action |
|------|---|
| 1 | On the menu bar, click Exit . |
| 2 | Select Exit . |
| 3 | The VACMAN application will automatically close |

How to Add a New User

| Step | Action |
|------|---|
| 1 | Open VACMAN from your desktop or Start menu. |
| 2 | The <i>VACMAN Login Screen</i> automatically opens inside the <i>Vaccine Management</i> window. In the <i>User ID</i> field, type your username. |
| 3 | In the <i>Password</i> field, type your password. |
| 4 | Click the Add/Modify Users button. |
| 5 | Click the Add Record  button in the toolbar. |
| 6 | Key in the User Name . This should be the full name of this person. |
| 7 | Key in a User ID . This should be a minimum 4 characters long and will be used to access Vacman. Note: Consider using a first name, as this ID will show up when changes are made, vaccine is distributed, and in the upper right hand corner of other Vacman windows. It is easy to identify who did what, particularly if you need to know who made the change and you have had several employee changes. |
| 8 | The Password Date self-populates. |
| 9 | Select the Security Level for this user. <ul style="list-style-type: none"> • Level 1 allows this user to view and print screens only. • Level 2 allows this user to add, edit and delete data, with the options to transmit, override, setup profile percentages, and start another add. • Level 3 allows access to all areas of Vacman – and allows this user to add new users. |
| 10. | Enter the Job Title for this person. |
| 11. | Enter the Email Address for this person. |
| 12. | Select the Security Options that apply to this user: <ul style="list-style-type: none"> • Transmit to CDC (Refer to the next section Authorized to Transmit to complete this process). • Approve Overrides (for excess provider orders). • Setup Profile Percentage Formulas. This is the project profile that gets updated about once a year in <i>Setup – Enrollment</i>. This is not the individual provider profiles that are updated in the enrollment screen. • Start another Add right after the last field. This allows this user to continue adding another record. |
| 13 | Click the Save  button in the toolbar to save the record. |

Authorized to Transmit

If this user is approved to **Transmit** to CDC, they will need to perform the following steps and complete two additional fields – Digital Certificate name and Challenge Phrase. Refer to **Appendix D** and **E** for more information.

| Step | Action |
|------|---|
| 1 | Open VACMAN from your desktop or Start menu. |
| 2 | The <i>VACMAN Login Screen</i> automatically opens inside the <i>Vaccine Management</i> window. In the <i>User ID</i> field, type your username. |
| 3 | In the <i>Password</i> field, type your password. |
| 4 | Click the Add/Modify Users button. |
| 5 | Click the Edit Record  button in the toolbar. Tab down to the Digital Certificate Name field. |
| 6 | Enter the Digital Certificate Name , then tab and enter a Challenge Phrase . Write down these two pieces of information and store in a secure place. You need them to transmit. |
| 7 | Click the Save  button in the toolbar to save the record. |

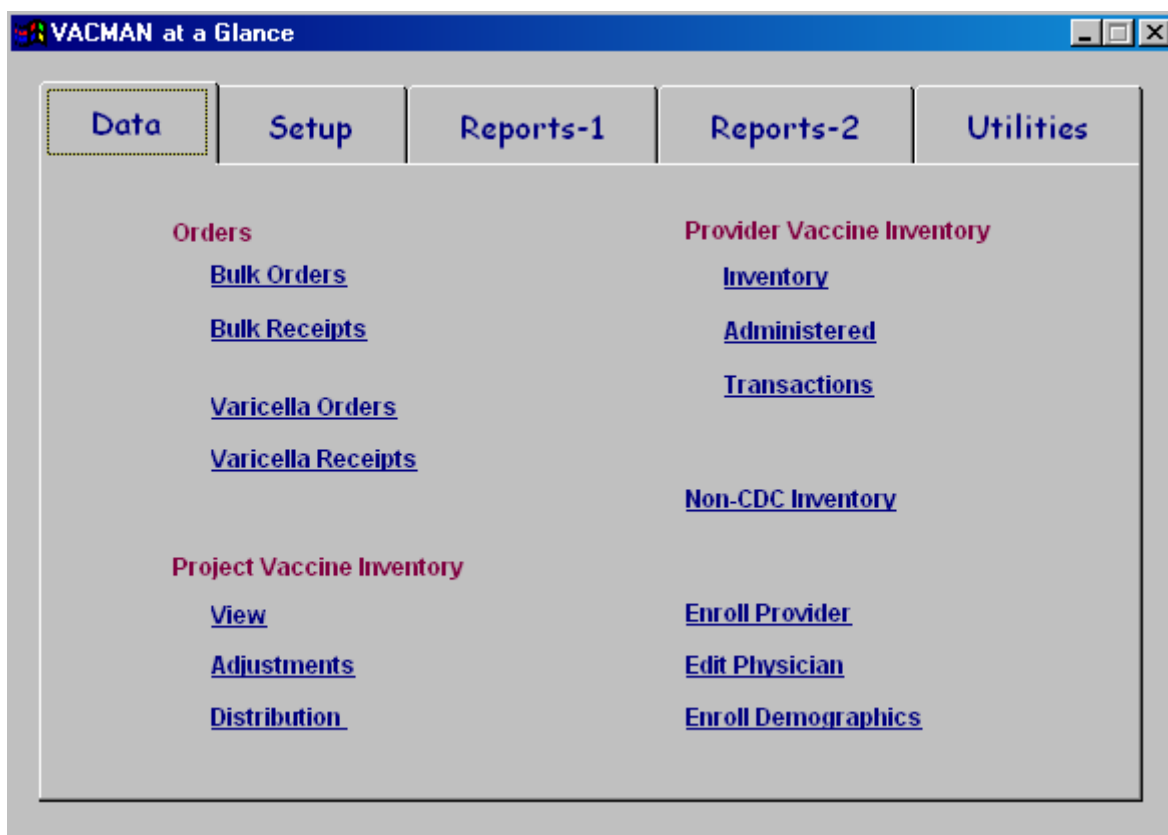
Access to VACMAN

The two ways you can access VACMAN functionalities are through the Vaccine Management menu bar or through the *VACMAN at a Glance* window.

Menu bar



VACMAN at a Glance



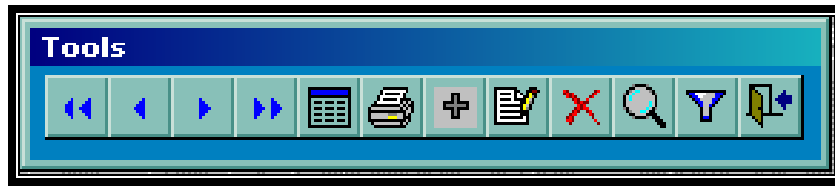
VACMAN at a Glance automatically opens inside the *Vaccine Management* window when you logon.

Notice the upper right corner of the *VACMAN at a Glance* window. If you click on the (-) minus icon, the window is minimized and positioned at the bottom of the *Vaccine Management* window. Click on the double square icon to restore the window again.






If you click on the (x) icon, *VACMAN at a Glance* is closed. To retrieve *VACMAN at a Glance*, use the menu bar and select Data, Vacman at a Glance.

Using the Toolbar

The pop-up toolbar in the *Vaccine Management* window provides the necessary functionality to navigate through and work with VACMAN files. You can move and dock the toolbar anywhere on the *Vaccine Management* window.

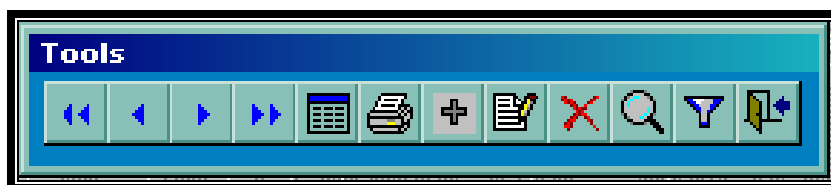


All of the icons in the toolbar are not always visible because they change as the characteristics for each record change. For example:

- When you **Edit** a record, the **Delete**  icon is present.
- However, when you click the **Delete**  icon, it changes into an **Undo** .
- Conversely, when you click on the **Undo**  icon, it changes back to a **Delete**  icon.

VACMAN Toolbar Details

Refer to the table below this graphic for functions of each icon.



| Icon | Name | Functionality |
|------|----------|---|
| « | First | Scroll to the first record |
| ◀ | Previous | Scroll to the previous record |
| ▶ | Next | Scroll to the next record |
| » | Last | Scroll to the last record |
| | Browse | Browse all records (view mode only) |
| | Print | Print records |
| | Add | Add a new record |
| | Edit | Edit the current record |
| | Delete | Mark the current record to be deleted |
| | Search | Search all or specific records |
| | Filter | Filter all or specific records for viewing |
| | Close | Close the current record or close all windows |
| | Save | Save the current record |
| | Undo | Undo the last command |

First and Last of Records Messages

Note: The following messages display when you reach the first and last records.

| Icon | Name | Functionality | The following message displays when you reach the: | Message Displayed |
|------|--------------|----------------------------|--|-------------------------------------|
| « | First | Scroll to the First Record | First record | <div>Already at first record!</div> |
| » | Last | Scroll to the Last Record | Last record | <div>Already at last record!</div> |

Keyboard Shortcuts

Keyboard shortcuts are keyboard combinations that allow you to perform a function in VACMAN, instead of using the mouse. Like the buttons on the toolbar, keyboard shortcuts change with the circumstances of the active window. For example, if you are editing data in a window, the Edit functionality for the Edit keyboard shortcut will be disabled and substituted with the Save functionality.

Note: Unless otherwise noted, all keyboard combinations implies holding the **Ctrl** (or other key) key first, then the key to the right of the plus (+) sign.

The following table lists each keyboard shortcut combination and its assigned functionality.

| Keyboard Shortcuts | |
|-------------------------|--|
| Keyboard Combinations | Functionality |
| ALT+A | Opens the Doses Admin window |
| ALT+B | Opens the Browse window |
| ALT+C | Opens the Vaccine Shortcuts window |
| ALT+D | Opens the Distribution window |
| ALT+E | Opens the Enrollment window |
| ALT+F | Opens the Filter selection menu |
| ALT+H | Opens the Help drop-down menu |
| ALT+I | Opens the Provider Inventory window |
| ALT+K | Opens the Back Orders window |
| ALT+M | Opens the Provider Memo window |
| ALT+O | Opens the Bulk Orders window |
| ALT+P | Opens the Providers window |
| ALT+R | Opens the Reports drop-down menu |
| ALT+S | Opens the Setup drop-down menu |
| ALT+T | Opens the Transactions window |
| ALT+U | Opens the Utilities drop-down menu |
| ALT+V | Opens the Varicella Orders window |
| ALT+W | Opens the Allowance window |
| ALT+X | Exits VACMAN |
| Esc (Escape key) | Exits an open window |
| CTRL+S | Opens the Search window |
| CTRL+Page Down | Move to the next tab |
| CTRL+Page Up | Move to the previous tab |
| CTRL+Up Arrow | Scroll to the first record |
| CTRL+Down Arrow | Scroll to the last record |
| CTRL+Left Arrow | Scroll to the previous record |
| CTRL+Right Arrow | Scroll to the next record |
| CTRL+Insert | Add a new record |
| CTRL+Delete | Either delete a record or revert to original state |
| CTRL+End | Either edit or save |

Note: Whenever a letter is underlined, such as Top, Bottom or Exit, the Alt + *that key* is the keyboard shortcut for that function.

Tips and Techniques

VACMAN 3 allows you to use either the mouse or the keyboard to perform many functions. For instance:

Example 1: You want to retrieve a specific Provider's record by just using the keyboard.

Keyboard Shortcuts for Search Function

| Step | Keyboard Combinations | Result |
|------|---|---|
| 1 | ALT+P | Opens the <i>Enroll Provider</i> Window. |
| 2 | CTRL+S | Opens the <i>Search</i> Window. |
| 3 | Press Enter | A list of Search Options displays. |
| 4 | Arrow down (↓) to the Search option you want to use and press Enter. | The Search text field is now ready for you to enter your search information. Enter your search information. |
| 5 | ALT+T | Start Search from the <u>T</u> op of the List. |
| 6 | ALT+B | Start Search from the <u>B</u> ottom of the List. |
| 7 | ALT+X | Selects the desired record. |
| 8 | Press <Escape> | <u>E</u> xit the Search Window, leaving the current record displayed. |

Note: Whenever a letter is underlined, such as Top, Bottom or Exit, the Alt + *that key* is the keyboard shortcut for that function.

Example 2: You want to view/edit the other page (tab) in the Enroll Provider function using the keyboard.

Keyboard Shortcuts for Moving Between Tabs

| Keyboard Combinations | Result |
|--|---|
| Perform Steps 1-7 in Example 1. | |
| CTRL+Page Down | Opens the Providers A ddresses T ab |
| CTRL+Page Up | Returns to the Providers M ain T ab |

Example 3: You want to add (Enroll) a new Provider using the keyboard.

Keyboard Shortcuts for Enrolling a New Provider

| Keyboard Combinations | Result |
|-----------------------|--|
| ALT+P | Opens the <i>Enroll Provider</i> Window. |
| CTRL+Insert | Opens a Blank Enroll Provider Window. Add the information. |
| CTRL+End | Saves the new Provider information. |

Navigation in Reports

Many of the reports in VACMAN 3 use the same type of navigation when you are selecting criteria for running a report. Refer to the following image and table for an overview of some of these common functions:

Report Selection Criteria

Individual Transactions

Reporting Options:


All Transaction Types (All Action Codes, including Shipped) ▼

Date Range: 01/01/2000 06/07/2002 **PIN Range:** 026996 026996 **Sort Order:** PIN, Date, Vaccine Type ▼

Depots : ALL ▼ Vaccines : ALL ▼ Manufacturer : ▼ Lot : ALL ▼ Sectors : 3 - ALL ▼

Counties : ALL ▼ Area : ALL ▼ Ship To? : ALL ▼ H01 Priv : ALL ▼ H02 Pub : ALL ▼

Default Continue Cancel

| For this field... | perform this function... | in order to select... |
|---|--------------------------|---|
| Starting Date | Double-Click | the beginning date of THIS month. |
| Ending Date | Double-Click | the end of THIS month. |
| PIN Range | Double-Click | all PIN values. |
| Any combo box ▼ | Click-on the arrow ▼ | a list of available choices for this field. |
|  | Click on this button | allow for the following settings: <ul style="list-style-type: none"> • ALL selected. • DATE RANGE: Beginning Date and End Dates of the <u>current</u> month. • If a drop-down list is present, the first item. |

Print Preview Options

